

**INTERLOCAL AGREEMENT
to implement the
WORKFORCE INVESTMENT ACT**

The purpose of this agreement is to amend the Interlocal Agreement to Implement the Workforce Investment Act, dated 21 December 2000, which created a Consortium of Chief Elected Officers ("CLEOs"), to be called the Piedmont Workforce Council ("PWC"), and set forth the process, procedures, and responsibilities for implementing the Workforce Investment Act (WIA) in the City of Charlottesville and the Counties of Albemarle, Culpeper, Fauquier, Fluvanna, Greene, Louisa, Madison, Nelson, Orange, and Rappahannock. The WIA requires the PWC to take certain responsibilities and actions which are enumerated in this document and to form a working relationship with the Area 6 Local Workforce Investment Board ("LWIB"), to be called the Piedmont Workforce Network Board ("PWNB").

Area covered: The localities named above have been grouped together and approved as a WIA area by the Governor of Virginia.

PWC formed: By this agreement, the PWC forms a consortium for the purpose of implementing the tasks and performing the continuous oversight responsibilities set forth in the WIA.

Administration: The local governments have named the Thomas Jefferson Planning District Commission (TJPDC) as the administrator, working with the Rappahannock Rapidan Regional Commission (RRRC).

Grant recipient: The City of Charlottesville will be the grant recipient.

Fiscal Agent: The Thomas Jefferson

Planning District will be the Fiscal Agent for WIB funds. The TJPDC will make monthly financial reports to the Consortium, in writing. The audit will be conducted with the TJPDC audit, according to the requirements of all OMB and federal regulations.

Responsibility for use of funds and implementation of the WIA: Under the WIA the final responsibility for use of the federal WIA funds and for carrying out the tasks set forth in the WIA rests with the PWC. The PWC shall enter into a contract with the TJPDC to perform certain tasks on behalf of the PWC. Liability insurance for the PWC will be provided out of the administrative funds. Prior to distribution of any funds under the WIA, the TJPDC will obtain such liability insurance naming each of the local governments and PWC members as additional insured. Coverage shall be no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate. A certificate evidencing such insurance coverage shall be distributed to each of the PWC members at the inception of this Agreement.

Task One: Creation of the Piedmont Workforce Network Board ("PWNB")

Piedmont Workforce Network Board ("PWNB"): The activities of the WIA are carried out by the PWNB appointed by the PWC. The composition of the PWNB is mandated in the Act. The WIA requires 51% of the appointees be from private sector business and industry. The remaining 49% are mandated categories in the Act.

PWNB Membership: The membership of the PWNB is to be determined by the PWC based upon the requirements of the Act and in an effort to insure the most effective, regional participation in the WIA program by all participating jurisdictions, Partners

and businesses. See Attachment 1 for current PWNB structure.

PWNB Appointment Process: The appointments to the PWNB are to be made by the PWC using the following process:

Business and Industry:

1. Letters will be sent to business and industry organizations soliciting nominations to the Board. This task will be the responsibility of the PWC, with the assistance of the TJPDC.
2. An advertisement will be placed in a paper of general circulation in the Piedmont Workforce Network – Virginia Workforce Area 6 (“PWN”), by TJPDC. The notice will include information on how to access a nomination form. . Persons may nominate themselves.
3. Completed nomination forms will be sent to TJPDC for distribution to the PWC. By law, the PWC must select from those nominated.
4. The PWC will select the number of business and industry appointments and their distribution throughout the PWN, based on a plan that has been adopted and approved by the PWC.

If a locality does not fill all its allocated business positions, the PWC may assign those positions to one or more other localities.

One-Stop Partners: The Act sets forth certain categories of representation, the One-Stop Partners. The following process will be used to appoint persons who meet these requirements:

1. Nominations will be sought from categorical organizations, set forth in the Act.
2. Nomination forms will be received at the TJPDC office.
3. The PWC will meet to prepare a slate of categorically mandated PWNB members.

Full Board Appointments:

1. The PWC will meet to affirm the categorical nominees and the business and industry nominees.
2. The TJPDC will prepare the Certification Form and submit to the State for the Governor’s certification.

Vacancies: Vacancies will be filled using the same procedure.

Organization of the PWNB: It is the intent of the PWC to create the full PWNB which will represent all the localities. It is the desire of the PWC that committees be formed by the PWNB which will conduct planning and other activities to advise the PWNB in order that the distinct needs of all localities in the PWN be taken into consideration.

Organization of the PWC:

1. The PWC shall elect a Chair

and Vice-Chair from its members. One officer shall be from each planning district.

2. The Vice-Chair will serve as the liaison between the PWC and the PWNB.
3. The Vice-Chair will serve as the liaison between the PWC and the One Stop Committee of the PWNB.
4. The Consortium will meet, as a body, at least quarterly, a quorum of >30% will be required for any action to be taken.
5. It will be the responsibility of each PWC member and the PWN staff to communicate the activities of the PWC and the PWNB to their respective governing bodies.

Collaboration with the PWNB

1. *The Plan:*
The PWNB will submit a Yearly Program Plan to the PWC for their concurrence. Concurrence will be a simple majority of the PWC present and voting.
2. *Budget:*
The PWNB budget will be submitted to the PWC for approval. Approval will be a simple majority of the members of the PWC present and voting.
3. *Quarterly meetings:*
The officers or Executive Committee of the PWNB will

meet with the PWC at least quarterly for the purpose of updating the PWC on the activities and to seek advice from the PWC regarding the activities of the PWNB.

4. One Stop Operator or System:

The PWNB is charged with designating the One Stop operator or system, in cooperation with the PWC.

- A. The PWNB shall submit the criteria for the One Stop to the PWC for comment prior to selection of the One Stop operator.
- B. The selection of the One Stop operator will be ratified by the PWC by a simple majority of the PWC members present and voting.
- C. The Memorandum of Understanding establishing the One Stop will be presented to the PWC for their concurrence.
- D. Reports on the One Stop operation will be presented to the PWC on a quarterly basis.

5. Youth Council:

The PWNB is charged with appointing the Youth Council in cooperation with the PWC.

- A. The PWNB shall present the names of the Youth Council membership to the

PWC for their concurrence prior to their actual appointment to the Council. The Youth Council membership will reflect the same regional representation as the PWNB.

- B. The Chair of the Youth Council or designated alternate will meet with the PWC on a quarterly basis.

Shared Liability Among PWC Members

While the City of Charlottesville is the Grant Recipient under this WIA Program (the "Program") all of the local governments named in this Agreement hereby agree to share equally any and all liability resulting from implementation of the Program.

Effective Dates of this Agreement:

This agreement shall take effect on the date of the last signature and shall remain in effect until the WIA is no longer in effect.

Amendment of the Agreement:

A majority vote of PWC is required to amend this agreement.

Signatures

County of Culpeper

County of Fauquier

County of Madison

County of Orange

Rappahannock County

Rappahannock-Rapidan Regional
Commission

County of Albemarle

City of Charlottesville

County of Fluvanna

County of Greene

County of Louisa

County of Nelson

Thomas Jefferson Planning District
Commission

Effective Date (date of last signature)

ATTACHMENT #1

Non-Business Members

Partners

Department of Rehab. Services (DRS) 1
There are 2 DRS offices in Area 6. Both offices will have ex-officio members on the Board; only one will have a vote – process to be determined by the offices.

Department of Blind and Visually Impaired 1
Community Action Agencies 1
Title V 1
VEC 1

There are 2 VEC offices in Area 6. Both offices will have ex-officio members on the Board; only one will have a vote – process to be determined by the offices.

Housing Authority $\frac{1}{6}$

Local Educational Entities

Community College 1
There are 3 Community Colleges in Area 6. All will have ex-officio members on the Board only one will have a vote – process to be determined by the colleges.

Local School Administration 1
There are 11 school districts in Area 6. All will be ex-officio members on the Board; only one will have a vote – process to be determined by the Superintendents.

Adult Education
There are 2 Adult Education Offices in Area 6. All will be ex-officio members on the Board, only one will have a vote – process to be determined by Directors

$\frac{1}{3}$
 $\frac{2}{2}$

Labor (representative of Area 6)

Community Based Organizations

Chambers of Commerce 1
There are 7 Chambers of Commerce in Area 6. All will be ex-officio members of the Board, but only 1 will have a vote. All those involved will determine who votes.

Other $\frac{1}{2}$

Economic Development

$\frac{2}{2}$
There are 6 Economic Development Offices in Area 6 and a regional organization (Thomas Jefferson Partnership for Economic Development - TJPED). All will be ex-officio members of the Board, but only two will have a vote. All those involved will determine who votes.

Total Non-Business Partners

15

Required Business Partners

There will be one (1) business representative from each County and the City of Charlottesville

11

One (1) additional business representative will be designated from Fauquier, Culpeper, Louisa and Albemarle County and the City of Charlottesville

5

There will be three (3) "At Large" business representatives named by the Piedmont Workforce Council (an effort will be made to make these representative of Area 6 as a whole) These will be 1 year terms, with an automatic extension of 1 year if needed, used to bring expertise on to the Board to meet Board and Council strategic plan directives

3

19

Total Board

34

Ex-Officio Members of the Board – can serve on committees

1 DRS Office Representative

1 VEC Office Representative

All Community Action Agencies in Area 6 (one to be designated as voting member)

2 Community College Representatives

10 Local School Board Representatives

5 Economic Development Representatives

2 Representatives of PD-9 and PD-10 Planning District Offices

6 Chambers of Commerce Representatives

1 Job Corps

1 Adult Education Directors

Chairs of the standing committees of the Board (if not already a member of the Board):

- Finance
- One Stop
- Certification
- Youth Council
- Marketing

June 21, 2000

Mail merge to CLEOs and CAOs please

Dear :

Attached please find the revised Interlocal Agreement to implement the Workforce Investment Act. There are two changes in the Agreement from the first draft:

1. Addition on Page 1, end of 7th paragraph: Addition speaks to securing the appropriate liability insurance prior to distribution of funds to contracting agencies or persons. I am currently working with the VML insurance program to acquire the policy and expect to hear from them this week. If that avenue is not successful, I will pursue the private market and provide the proof of insurance called for in the Agreement prior to expending funds.
2. Page 6, First paragraph: This has been added as it was part of the original agreement which created the district and the City, as grant recipient, requested it be included in the Interlocal Agreement.

We need action on this agreement as soon as possible. The program comes into effect on July 1, 2000 and the funds will become available on that date.

The local board has named itself Workforce Today! and has met twice, elected a Chair and Vice Chair and an Executive Committee. The Youth Council is in formation. Desparately needed are persons from PD 9, as well as business persons from either district and persons representative of the ethnic diversity of the population.

Please expedite the signing of this agreement and returning the signature page to me in the enclosed self-addressed, stamped envelope. Thank you.

Sincerely,

Nancy K. O'Brien
Executive Director

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